




City of Dublin

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# Memo

**To:** Members of Dublin City Council  
**From:** Marsha I. Grigsby, City Manager   
**Date:** August 22, 2013  
**Initiated By:** Steve Langworthy, Director of Land Use & Long Range Planning  
**Re:** City of Dublin Administrative Review Team (ART)

## Summary

At their August 12, 2013 meeting, City Council members requested an overview of the City's Administrative Review Team (ART), including membership, the projects reviewed to date, and a general overview of the ART meeting and case review procedures.

## Administrative Review Team (ART)

The Administrative Review Team was established as a reviewing body tasked with making determinations on specific development applications based on adherence to specific review standards. The Administrative Review process was designed to expedite project reviews within a time-limited review period, allowing projects to proceed quickly to building permitting and construction. The intent of the Administrative Review procedures is to provide an efficient and predictable review process for development applications in the Bridge Street District and the West Innovation District, and for wireless communications facilities.

First established in 2007, the ART is responsible for administrative reviews for certain development requests in the Bridge Street District, the West Innovation District, and for wireless communications facilities (regulated by Chapter 99 of the City of Dublin Code of Ordinances).

The ART is made up of Directors (or their designees) -- principally related to development in the city. The ART is chaired by the Director of Land Use and Long Range Planning (Steve Langworthy), with the City Engineer (Paul Hammersmith), Chief Building Official (Jeff Tyler), Police Chief (Heinz von Eckartsberg), Washington Township Fire Chief (Alan Woo), Parks and Open Space Director (Fred Hahn), Economic Development Manager (Colleen Gilger), and others as appointed by the City Manager as determined to be necessary as permanent or temporary members.

## Architectural Consultant Services

In addition to the ART members listed above, the City has retained the services of three local architects (Mark Ford, Ford & Associates Architects; David Meleca, Meleca Architecture; and Jonathan Barnes, Jonathan Barnes Architecture and Design) to provide consulting expertise to the ART, as well as the Architectural Review Board and Planning and Zoning Commission, where appropriate. Three consultants were chosen to permit selection of various areas of expertise, as well as to allow the consultants to avoid conflicts of interest.

The architectural consultant services provided include (but are not limited to) conducting site visits; analyzing projects for compliance with applicable Zoning Code requirements; identifying relevant design precedents; determining the appropriateness of architecture and design based on

applicable Zoning Code requirements (and Historic Dublin Design Guidelines for projects in the Historic District) and other adopted guidelines. The consultants may also attend Administrative Review Team meetings and/or meetings with applicants.

To date, the most extensive use of architectural consultant services was for the Edwards apartment building as this involved the review of a major new building under the new Zoning Code provisions of the Bridge Street District.

### **ART Review Procedures (Bridge Street District)**

The review and approval procedures for the Bridge Street District provide an efficient and predictable review process with timelines for decisions. The starting point for all development proposals is the ART, who ensures that the submitted plans meet all applicable requirements.

#### *Minor Project Reviews*

Most projects that have been reviewed by the ART are requests for Minor Project Review, which require the ART to make a determination within 14 days from the submission of a complete application. Projects that are considered to be "minor" include:

- Single-family detached dwelling units;
- Multiple-family and townhouse buildings of eight or fewer dwelling units; development of non-residential structures 10,000 square feet in area or less;
- Additions to principal structures by not more than 25% or 10,000 square feet;
- Exterior modifications to principal structures by not more than 25% of the total façade area;
- Signs, landscaping, parking, and other site improvements not involving a new principal structure;
- Accessory structures and uses; and
- Modifications to Existing Structures.

Many of these projects have also been located in the Historic District, in which the ART makes recommendations to the Architectural Review Board for final determination.

#### *Basic Plan Review*

Projects that do not qualify as Minor Projects or have the potential for greater community effects require additional reviews. These projects begin with a required Pre-Application Review with the ART within 14 days of a request. Applicants then must file for a Basic Plan Review by the Planning and Zoning Commission, which must be completed in 28 days. The Basic Plan Review allows the Commission and the public to provide feedback on an application in its early phases. Subsequent filings for Development Plan and Site Plan Reviews must be consistent with the approved Basic Plan.

Basic Plan Review is optional in the Architectural Review District, since the authority of the Architectural Review Board's is kept in its current form for proposals within the Architectural Review District boundaries.

#### *Development Plan/Site Plan Review*

Following the Basic Plan Review, the applicant may submit for a Development Plan or Site Plan Review, as necessary. Where both reviews are required, they may be filed and processed simultaneously.

The *Development Plan* is intended to ensure that the street network and block framework meet the Zoning Code requirements and to ensure that the proposed development is consistent with the requirements of the City for elements such as infrastructure and transportation. The *Site Plan Review* is intended to confirm that the proposed development of an individual site and building is consistent with all of the Bridge Street District regulations.

The ART must complete its review on Development Plan and Site Plan applications within 28 days of submission of a complete application, unless a time extension is mutually agreed upon.

#### *Elective Reviews*

Should the ART determine that the application involves complex issues and/or the potential for community-wide effects, the Development Plan and/or Site Plan Review must be reviewed and approved by the Planning and Zoning Commission. The Elective Review may also be used where the ART determines that an excessive number of requested waivers could impede the development intent of the district.

#### *Administrative Departures/Waivers*

Should the applicant find that some specific development requirements are difficult to meet, the ART is permitted to approve minor alterations, called "Administrative Departures." However, if the alteration requested does not meet the criteria for a Departure, the applicant must either alter the proposal, or request for *Waiver* for that specific issue, which may only be approved by the Planning and Zoning Commission.

#### *Other Related Reviews*

**Parking Plan:** Applicants who desire to depart from the parking requirements of the Zoning Code may apply for a Parking Plan. A Parking Plan is also required for certain uses that tend to have unusual or unpredictable (from a Code perspective) parking requirements. Parking Plan reviews are included in other required reviews, or approved by the ART where no other reviews are required.

**Master Sign Plan:** Similarly, should an applicant wish to depart from the sign requirements of the Zoning Code, an application for a Master Sign Plan may be submitted. Master Sign Plans are approved by the Planning and Zoning Commission or Architectural Review Board (for their appropriate jurisdictions).

**Open Space:** A fee in lieu of providing required open space may be requested by an applicant. Requests are reviewed by the Planning and Zoning Commission.

**Conditional Uses:** Conditional uses must be approved the Planning and Zoning Commission.

## ART Review Procedures (West Innovation District)

### *Development Plan*

Projects in the West Innovation Districts are required to submit a Development Plan for approval by the ART. All new development or additions to existing facilities follow this process.

### *Administrative Departures*

Similar to the Bridge Street District, should the applicant find that some specific development requirements are difficult to meet, the ART is permitted to approve minor alterations, called "Administrative Departures."

### *Site Plan Approvals*

The ART is the approval authority for development in the West Innovation Districts, with the following exceptions, which, when met, require a Site Plan approval by the Planning and Zoning Commission:

- The application fails to meet one or more requirements of the District and is ineligible for an Administrative Departure;
- The proposal has the potential for significant community effects; and
- The approval by the ART contains conditions with which the applicant disagrees.

Site plans rejected by the Planning and Zoning Commission may be appealed to City Council.

## ART Review Procedures (Wireless Communication Facilities)

This process is governed by Chapter 99 of the City Code. The approval authorities are noted in the following table. All applications are submitted through the ART.

Zoning District	Approval Procedures		
	Co-Location	New Tower	Alternative (Stealth) Structure
Rural and Residential	ART	Not Permitted	Conditional Use PZC
Commercial (except Suburban Office and Institutional and Neighborhood Commercial)	ART	Conditional Use PZC	ART
Suburban Office and Institutional; Neighborhood Commercial	ART	Not Permitted	ART
Limited and General Industrial, Technology Flex	ART	Conditional Use PZC	ART
OLR and Restricted Industrial	ART	Not Permitted	ART
Innovation Districts	ART	Conditional Use PZC	ART
Bridge Street Districts	ART	Conditional Use	ART

Zoning District	Approval Procedures		
	Co-Location	New Tower	Alternative (Stealth) Structure
		PZC	
Planned Districts	ART	Not Permitted	ART or PZC (Development Text)
Architectural Review District	ARB	Not Permitted	ARB

### **ART Projects Reviewed**

A summary of the approval process for the 52 projects reviewed in the Bridge Street District, Innovations Districts, and wireless communication facilities is attached. More specific information on cases may be found at these links:

*Architectural Review Board*

<http://dublinohiousa.gov/arb/>

*Planning and Zoning Commission*

<http://dublinohiousa.gov/pzc/>

*Administrative Review Team*

<http://dublinohiousa.gov/zoning-review/administrative-review-team/>

### **Recommendation**

Information only.

**CASES REVIEWED IN THE BRIDGE STREET DISTRICT, WEST INNOVATION DISTRICTS, AND  
WIRELESS COMMUNICATION FACILITIES**

Name	Case Type	ART Decision Date	Final Approvals	# of Review Days
<b>Bridge Street District Cases Approved by the Architectural Review Board</b>				
Winan's 52 S. High St.	Minor Project Sign and Parking Plan	7/25/2012	ARB 7/25/12	ART: 2 ARB: 27
Vesha Law Office 38 S. High St.	Minor Project Architectural Modifications	7/19/2012	ARB 8/29/12	ART: 14 ARB: 42 (Time Extension)
Frank Residence 85 Franklin St.	Minor Project Architectural Modifications	8/23/2012	ARB 8/29/12	ART: 10 ARB: 6
Rudy Residence 129 S. Riverview St.	Minor Project Addition	8/3/2012	ARB 9/26/12	ART: 34 ARB: 34 (Time Extension)
Dublin Community Church 81 West Bridge St.	Minor Project Awning	9/19/2012	ARB 9/26/12	ART: 8 ARB: 6
Temptations Yarn 35 S. High St.	Minor Project Addition	11/1/2012	ARB 11/15/12	ART: 13 ARB: 14
ReMax 106 S. High St.	Minor Project Sign	11/1/2012	ARB 11/15/12	ART: 10 ARB: 14
North Riverview Development North Riverview St.	Basic Plan Review Demolition Approval	11/1/2012	ARB 11/15/12	ART: 51 ARB: 14 (Time Extension)
Trovare Home - Furniture Store 113 S. High St.	Minor Project Sign	12/19/2012	ARB 12/19/12	ART: 18 ARB: 13
Tucci's 35 N. High St.	Minor Project Sign	2/26/2013	ARB 2/27/13	ART: 9 ARB: 6
Tails Above the Rest 14 S. High St.	Minor Project Sign	4/4/2013	ARB 4/24/13	ART: 8 ARB: 20
Larson Residence 76 S. Riverview St.	Minor Project Roof Replacement	4/4/2013	ARB 4/24/13	ART: 8 ARB: 20
Jeni's Ice Cream Bridge & High	Minor Project Sign	4/18/2013	ARB 4/24/13	ART: 10 ARB: 6



**CASES REVIEWED IN THE BRIDGE STREET DISTRICT, WEST INNOVATION DISTRICTS, AND WIRELESS COMMUNICATION FACILITIES**

Name	Case Type	ART Decision Date	Final Approvals	# of Review Days
Winan's	Minor Project			
52 S. High St.	Outdoor Seating/ Landscaping	4/18/2013	ARB 4/24/13	ART: 10 ARB: 6
Sharpin Residence	Minor Project			
134 S. Riverview St.	Architectural Modifications	5/16/2013	ARB 5/22/13	ART: 10 ARB: 6
Sharpin Residence	Minor Project			
134 S. Riverview St.	Architectural Modifications	7/18/2013	ARB 7/24/13	ART: 10 ARB: 6
Harbor Yoga Studio	Minor Project			
36 N. High St.	Sign	7/18/2013	ARB 7/24/13	ART: 10 ARB: 6
Strip, Hoppers Law Offices	Master Sign Plan			
48 S. High St.	Minor Project	7/18/2013	ARB 7/24/13	ART: 10 ARB: 6
Sisters' Sweet Shoppe	Site & Architectural Modifications	7/3/2013	ARB 7/24/13	ART: 8 ARB: 21
45 S. High St.				
<b>Bridge Street District</b>				
<b>Cases Approved by the Planning &amp; Zoning Commission</b>				
Piada	Master Sign Plan	7/19/2012	PZC 8/9/12	ART: 7 PZC: 7
6495 Sawmill Road				
Edwards Multi-Family	Basic Plan Review	5/16/2013	PZC 5/16/13	ART: 21 PZC: 14
Dublin Village Center				
<b>Bridge Street District</b>				
<b>Cases Approved by the Administrative Review Team</b>				
Koko Fit Club	Minor Project			
Shoppes at River Ridge	Sign	7/12/2012	7/12/2012	ART: 13
Huntington National Bank	Minor Project			
6601 Dublin Center Drive	Sign	8/16/2012	8/16/2012	ART: 13
Huntington Data Facility	Minor Project			
4300 Tuller Road	Rooftop Screen	8/30/2012	8/30/2012	ART: 14
KFC	Minor Project			
6611 Sawmill Rd.	Sign & Architectural Modifications	9/27/2012	9/27/2012	ART: 10
Bruegger's Bagels	Minor Project			
Shoppes at River Ridge	Sign	10/4/2012	10/4/2012	ART: 10
Bridge Pointe	Minor Project			
6400-6550 Riverside Drive	Architectural Modifications	10/4/2012	10/4/2012	ART: 10

**CASES REVIEWED IN THE BRIDGE STREET DISTRICT, WEST INNOVATION DISTRICTS, AND  
WIRELESS COMMUNICATION FACILITIES**

Name	Case Type	ART Decision Date	Final Approvals	# of Review Days
Byer's 6801 Village Parkway	Minor Project Oil Tank & Screening	10/11/2012	10/11/2012	ART: 14
The Pint Room Shoppes at River Ridge	Minor Project Sign & Site Modifications.	10/25/2012	10/25/2012	ART: 6
The Pint Room Shoppes at River Ridge	Minor Project Sign	11/8/2012	11/8/2012	ART: 8
Posh! Nail Company Shoppes at River Ridge	Minor Project Sign	12/12/2012	12/12/2012	ART: 15
Fifth Third Bank 3800 West Dublin-Granville Rd.	Minor Project Sign	1/24/2013	1/24/2013	ART: 8
Infiniti of Dublin 3890 Tuller Road	Minor Project Sign & Architectural Modifications	1/24/2013	1/24/2013	ART: 8
Capitol Cadillac 4300 West Dublin-Granville Rd.	Minor Project Sign & Architectural Modifications	2/15/2013	2/15/2013	ART: 14
Mellow Mushroom 6505 Dublin Center Drive	Minor Project Sign	3/7/2013	3/7/2013	ART: 10
Wendy's Corporate 1 Dave Thomas Blvd.	Minor Project Sign	3/14/2013	3/14/2013	ART: 8
White Dress Shoppes at River Ridge	Minor Project Sign	4/25/2013	4/25/2013	ART: 13
Germain Honda Car Wash 6715 Sawmill Road	Minor Project Architectural Modifications	6/6/2013	6/6/2013	ART: 8
AMC Theater 6700 Village Parkway	Minor Project Sign	6/13/2013	6/13/2013	ART: 10
Applebee's 6669 Dublin Center Drive	Minor Project Sign & Architectural Modifications	7/3/2013	7/3/2013	ART: 9
Edwards Multi-Family Dublin Village Center	Development Plan	6/28/2013	6/28/2013	ART: 41 (Time Extension)
Edwards Multi-Family Dublin Village Center	Site Plan	7/4/2013	7/4/2013	ART: 35 (Time Extension)
OCLC UPS Building Addition	Minor Project Site & Architectural Modifications	7/18/2013	7/18/2013	ART: 10



<b>CASES REVIEWED IN THE BRIDGE STREET DISTRICT, WEST INNOVATION DISTRICTS, AND WIRELESS COMMUNICATION FACILITIES</b>				
Name	Case Type	ART Decision Date	Final Approvals	# of Review Days
Poshi Nail Company Shoppes at River Ridge	Minor Project Sign	7/25/2013	7/25/2013	ART: 14
<b>West Innovation District</b>				
<b>Cases Approved by the Administrative Review Team</b>				
Darree Fields	Development Plan			
6259 Cosgray Road	Storage Addition	1/10/2013	1/10/2013	ART: 3
AEP	Development Plan			
Houchard Road (City property)	AmIn Substation	4/11/2013	4/11/2013	ART: 6
Ohio University Heritage College of Medicine	Development Plan			
7001, 7003 Post Road	Site & Architectural Modifications	5/16/2013	5/16/2013	ART: 27
Nestle Quality Assurance Center Expansion	Development Plan			
6625 Eiterman Road		5/16/2013	5/16/2013	ART: 23
<b>Wireless Communication Facility</b>				
<b>Cases Approved by the Administrative Review Team</b>				
Avery Park Water Tank				
7699 Avery Road	AT&T Antenna Co-Location	9/27/2012	9/27/2012	ART: 22
6490 Shier Rings Road	Verizon Wireless Co-Location	3/28/2013	3/28/2013	ART: 14
Avery Park Field Light Pole				
7673 Avery Road	Verizon Co-Location	6/20/2013	6/20/2013	ART: 85
Scioto Park Tree				
7377 Riverside Drive	Verizon Co-Location	6/20/2013	6/20/2013	ART: 85